



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 15, no. 09

GP 3.16/3-2:15/09

July 15, 1994

Spring Council, Conference Scheduled for April 1995

The spring meeting of the Depository Library Council will be held in conjunction with the 1995 Federal Depository Conference during the week of April 10-14, 1995. The annual meeting of Regional libraries will also be held that week. The meetings will take place in the Washington, DC, area.

Your suggestions for topics and speakers are welcome! Send them to:

Sheila McGarr	Phone: (202) 512-1119
Chief, Depository Services	Fax: (202) 512-1432
(Stop SLLD)	E-mail: inspect@access.digex.net
Library Programs Service	
U.S. Government Printing Office	
Washington, DC 20401	

Details on the specific meeting site and agendas will be announced in future issues of Administrative Notes.



Roadway Delivers to 38 Additional Areas

Effective in June, 1994, Roadway Package Service (RPS) will provide service to depository libraries located in 38 additional areas in the U.S. If your library's zip code begins with any of the numbers listed below, your depository shipments will be delivered by RPS.

032	496	637	716	769	836	975
044	497	644	717	778	837	976
047	498	654	735	779		977
050	499	665	737	780		978
057		667	747	790		989
			759	794		991
			763	796		993
			768			



Vacancy Announcement: Librarian (Inspectors)

The Library Programs Service is seeking applications for two library inspector positions from experienced depository librarians. If you are interested or have any questions, please call Sheila McGarr on (202) 512-1119 or e-mail a message to <inspect@access.digex.net>.

Merit Promotion Vacancy Announcement

U.S. GOVERNMENT PRINTING OFFICE

Announcement No.:

94-162

Position: Librarian (Depository Library Inspector)		Issue Date: 06/27/94	Closing Date: 08/15/94
Series/Grade: PG-1410-12	Salary: \$41,600 - \$54,084 pa	Number of Vacancies: Two (2)	Promotion Potential: None
Geographic Location: Washington, D.C.	Tour of Duty: 8:00 a.m. - 4:00 p.m.	Duration of Appointment: Permanent	
Organization: Library Programs Service, Library Division, Depository Services Staff		Civil Service Status Required: No (See Note)	
Area of consideration: All Non-Status, Status and VRA Eligibles		OPM Notice of Results Required: No (See Note)	

SUMMARY OF DUTIES/RESPONSIBILITIES:

Incumbent serves as a professional librarian using extensive knowledge of acceptable library practices, plans and conducts full scope library inspections. Analyzes Government information needs of the congressional district population and compares these needs to the public service strategy of the depository. Identifies certain depository practices where significant cost savings to the Government can be realized. Analyzes evidence to discover inconsistencies and patterns, and to isolate illegal or wasteful practices. Identifies violations of Title 44, United States Code and the Instructions to Depository Libraries. Conducts evaluative ratings dealing with the full scope of depository practices. Argues and defends, both orally and in writing, complex legal and professional standards for depository libraries. Prepares comprehensive reports which accurately reflect current conditions in the depository operation. Prepares arguments for placing delinquent depositories on probationary status, or for removing them from status, or for removing them from the program. Occasionally speaks before Documents librarians. Represents the Superintendent of Documents and acts as a liaison between GPO and Federal depository libraries.

QUALIFICATIONS: Applicants must possess **A** or **B** as follows: **(A)** Completion of all requirements for a master's degree or 2 full academic years of graduate study in Library Science; or **(B)** Possession of professional or advanced experience or graduate study with one year of experience in librarianship or experience related to this position. In addition to A or B above, applicants must possess one additional year of experience; or, have completed all requirements for a doctoral degree or possess 3 full years of graduate education in library science. Additionally, applicants must possess one year of professional experience equivalent to the GS-11 level in the Federal service.

Note: All non-status candidates who meet the minimum requirements will be referred to the Office of Personnel Management for certification. Candidates eligible for VRA appointments and status candidates who also wish to compete through OPM must state so and provide an additional application.

SPECIAL NOTE: This position requires 40% travel. Selectees must be licensed to operate an automobile in that some libraries are not located near public transportation. The GPO will not pay relocation costs.

<p>RANKING FACTORS: Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education,</p>	<p>training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their</p>	<p>application materials. Applicants must meet time-in-grade and qualification requirements by the closing date of the announcement.</p>
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1. Knowledge of theories, principles and techniques of librarianship.
 2. Knowledge of United States Code, Title 44, Section 1900-1915 and the Instructions to Depository Libraries.
 3. Knowledge of library administration.
 4. Ability to argue and defend legal and professional standards for depository libraries.
 5. Ability to accurately analyze and report on complex depository procedures.
 6. Knowledge of current depository library practices.
 7. Knowledge of public documents and related tools and indexes.
 8. Knowledge of automated library applications and systems.

TO APPLY: Each applicant must submit:

Copy of your latest annual performance rating.

Standard Form 171, "Application for Federal Employment"

NOTE: Submit GPO Form 2566 "Report of Merit Promotion Action" if you want a report on the status of your application.

Please describe duties and responsibilities in your own words; do not submit copies of position descriptions.

APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.

Non-GPO applicants who are selected for appointment must successfully pass a drug test.

SUBMIT APPLICATION TO:
LAVERNE BLACKWELL

U.S. Government Printing Office
Employment Branch, Rm. C106,
Stop PSE
North Capitol and H Streets NW
Washington, DC 20401

For additional information, call:
(202) 512-1118 Valerie
Tripp
(202) 512-1519 TDD

THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Claims Core List Expanded

The Library Programs Service (LPS) has expanded the Claims Core List in response to suggestions by depository library staff. The revised Claims Core List will appear in the July 31, 1994 issue of Administrative Notes Technical Supplement (v. 1, # 7). LPS appreciates the time and effort taken by depository staff in responding to the request for suggestions, which appeared in Administrative Notes, v. 15, #6 (May 15, 1994).



MF Contracts Let to 2 New Vendors

LPS has two new companies for the full-service microfiche contracts. B & B Information and Image Management out of Upper Marlboro, MD, and Engineered Systems, Inc., of Omaha, NE, join Microform, Inc., of Philadelphia, PA, and Anacomp of Sunnyvale, CA, in distributing microfiche materials directly to the libraries.

Please make any claims for materials from the full-service contractors directly to the contractors, not LPS. Use the shipping lists distributed by the contractor, circle the listing for the missing publications, and mail the claims to the address on the shipping list.



Census Catalog and Guide: 1994 Keep This Edition! Not Superseded

[The following notice appeared in the Census' Monthly Product Announcement, June 1994.]

Last of Breed!

The Census Catalog and Guide: 1994 concludes a cumulation covering Census Bureau products from mid-1988 through 1993. The 1995 edition will start a new cumulation; few of the products in the 1994 edition will be included. That means the 1994 edition is an important one to hold on to--**it won't be superseded**. You might even want to buy a second copy to have on hand in case the first wears out!

The Catalog/Guide offers nearly complete coverage of 1990 census products. Its Federal agency section describes statistical products from the Bureau of Labor Statistics, Energy Information Administration, National Center for Health Statistics, and several other agencies.



Special Offer 5 Packaging Problem: Herbert Hoover Proclamations v. 1 & 2

Depository librarians who requested publications from Special Offer No. 5 are discovering a packaging problem with the 2-volume set of Herbert Hoover's Proclamations, Executive Orders. 1929-1933 (stock no. 022-911-00005-8).

When these sets were packaged more than 20 years ago, the contractor placed 2 copies of either vol. 1 or vol. 2 in each package, rather than one copy of each volume.

All the stock of this title has now been distributed. LPS cannot provide libraries with the volume missing from their set.

We suggest that libraries trade among themselves, through GovDoc-L, networking, the Needs and Offers List, etc., to obtain the needed volume and supply another library with the duplicate volume.



Cataloging Branch Profiles: Frank Tansey, Administrative Librarian (Systems)

Frank Tansey has been Administrative Librarian (Systems) since 1990. He received a Bachelor of Arts (American Studies) from Seton Hall University, South Orange, N.J., in 1975 and received a Master of Library Science degree from Pratt Institute, Brooklyn, NY, in 1977.

He began his library work experience while a student in Seton Hall High School, South Orange, N.J. When he returned from service in Vietnam, he worked in the Seton Hall University Library. Later, while a graduate student at Pratt Institute, he worked part-time in the Pratt Institute Library, the Princeton Club Library in New York City, and the Seton Hall University Library.

He began working at the U.S. Government Printing Office in 1978 as a cataloger in the Classification and Cataloging Branch. In 1985 he was promoted to Cataloging Section Chief and supervised map, AV, and monograph catalogers until 1990. He then transferred to the position of Administrative Librarian (Systems) where he manages the OCLC system's interface with GPO. Duties include acting as liaison between Fedlink, GPO, and OCLC; preparing budgets for OCLC; training catalogers on use of automated systems, software configuration and installation; transference of the national collection of U.S. Government Documents to the National Archives; purchasing computer equipment and software, and keeping the Branch statistics.



LPS Update

**American Library Association
Annual Meeting, Miami Beach, FL
June 25, 1994**

**J.D. Young
Director, LPS**

Good morning. Once again, I'd like to thank Duncan Aldrich and Bill Sudduth for inviting us here to update you on the activities of the Library Programs Service. We have had a very full plate at GPO since I last addressed this group back in Los Angeles. Several major events, both internal and one external, stand out in that period, and they are related to the contributions of the other GPO people who are here today. Most critically, GPO Access has been launched, and Judy Russell is here to tell you about that. Within the Library Programs Service, Robin Haun-Mohamed has been selected for the critical position of Chief of the Depository Administration Branch. Robin is going to speak next. We have drafted an ambitious interagency agreement and presented it to NTIS. Gil Baldwin, the principal author of that document and key planner, arbitrator, and adviser in the Library Programs Service, is here. And Tad Downing, our Chief of Cataloging, is also here, to meet with the GODORT Cataloging Committee.

GPO Access

Judy will be going into greater depth on GPO Access, but I want to make a few points about the GPO Access services, and how they fit into the Federal Depository Library Program, both for today and for the future.

Depository libraries registering for databases on the WAIS server and downloading files from the Federal Bulletin Board without charge are not required to give up the equivalent paper or microfiche products. For now, the GPO Access services are additional, not alternative, selections for this information. I do not see the paper Congressional Record or Federal Register being replaced by the electronic versions for some time. However, there will be more and more instances when the electronic version of other products will be the sole format provided, or at a minimum, there will have to be a choice between the electronic or print versions. The recent action on the House floor cutting our request for the \$1.5 million for electronic dissemination to depositories under the GPO Access Act and the cutting of the requested \$1.1 million for the cumulative U.S. Code in paper make this clear. A majority of House members supported the view that electronic access must be funded out of program savings.

As with all depository information, each library is expected to provide free public access to the selected databases on the WAIS server or to the Federal Bulletin Board files. However, it is not necessary to provide these services through a public access work station, as long as the procedures for access are equivalent for **all** users of a library's services.

Regional libraries are strongly encouraged to register and to provide free public access to the databases on the WAIS server and to the Federal Bulletin Board. This is critical because the regional depository libraries are the leaders in the Program, and also because regionals should be prepared to serve as backstops for their selectives. Regionals' participation is also needed for usage and cost assessment. Should any regional library be unable to participate in GPO Access or the Bulletin Board, it is important for us to know why for future planning purposes, and we ask that the reasons be furnished in a letter to me.

The depository libraries' subscription costs for the WAIS services are being charged to the Depository Library Program's appropriated funds. In order to minimize the dollar impact, we will initially register depositories for six-month subscriptions, which will be paid out of FY 1994 funds. During the six-month trial period we will monitor the number of uses of the WAIS databases by each library. Remember that the registration data will be used in the GPO Locator to refer potential users to those libraries which provide public access to this information.

Regional libraries are strongly encouraged to register and to provide free public access to the databases on the WAIS server and to the Federal Bulletin Board.

Electronic Capabilities Survey

As I have mentioned in earlier talks, we have been working on a comprehensive survey to assess the state of hardware, software, and especially networking in depositories. We need better information to plan future electronic disseminations, and the survey results will assist your library in its planning, giving each a chance to compare themselves to similar libraries. We need data to be able to answer questions from Capitol Hill about the ability of depositories to cruise the information superhighway. We need data to represent your interests to agency publishers who are planning new electronic products and services which will be in the Program. We expect to get the survey out in the next couple of weeks and give you about a month of your summer vacation to work on it. It's imperative that you take the time to respond to this survey, and I hope that every library will respond. Admittedly, it's somewhat lengthy, and by its very nature, it's complicated. But you should have seen the first versions. We have received extensive comments on the survey from Duncan Aldrich, Jack Sulzer, Susan Tulis, Steve Hayes, and Dan Clemmer. We hope it is now as user-friendly and brief as possible.

FY 1995 Appropriations

Concerning our appropriations, action on our FY 1995 request has been a real roller coaster ride. We submitted a full needs-based budget request for \$33.9 million, to cover the four appropriated-fund programs administered by the Superintendent of Documents; the Depository Library Program, the Cataloging & Indexing Program, By-Law Distribution, and the International Exchange Program. Included in the request was an additional \$3.5 million for depository library printing and binding, which would provide sufficient funds to continue

distribution of the full range of content and format choices which we now have in the Program. The requested increase also included \$1.5 million for online dissemination of the Congressional Record and Federal Register under the GPO Access Act, and another \$1.1 million for depository copies of the 1994 revised edition of the bound U.S. Code.

The House Appropriations Committee recommended \$32.1 million which included the \$1.5 million for GPO Access but took out the \$1.1 million for the Code, and in the report language, specifically directed us to distribute the Code to libraries only in CD-ROM. Then, in amendments on the House floor, the \$1.5 million for GPO Access was also slashed. This left only \$30.6 million in the bill going to the Senate. Certainly this is an improvement over the \$29.1 million we got in FY 1993 and 1994, but it is by no means what is needed to really move the Program forward.

I know that many of you participated in the efforts to get the Senate to restore some of these cuts. Initially, it appears as if these efforts were successful. On June 14, the Senate Appropriations Committee marked up the bill, and reported out their version. The Committee recommended an appropriation of \$1.607 million above the House allowance; which, if enacted, would be an increase of \$3.125 million above the FY 1994 level. Most importantly, the Senate Committee restored the \$1.5 million earmarked for GPO Access electronic dissemination to depository libraries.

The latest I know is that the House/Senate Conference is scheduled for Monday afternoon [July 27], and we are very hopeful that the \$1.5 million for GPO Access will be included. Also, I have expressed my concerns to the Public Printer should we be precluded from distributing the U.S. Code in paper. I hope that the Congress can be convinced that even if we do not get the funds for the Code, we should be afforded the latitude to look for savings alternatives to allow for distribution in paper to those libraries selecting it.

We do want to move ahead on the electronic-based information highway, but the U.S. Code is, in my opinion, the wrong vehicle. It is such a key reference product, and besides, the present CD-ROM was not developed to replace the paper Code. You can be assured, however, that if we are not allowed to distribute the Code in paper, we will do all possible to enhance the CD-ROM, working with the Law Revision Counsel, which publishes it. But, I believe we could all be much better prepared for the next revision in the year 2000.

Dept. of Energy Initiatives

On another subject, I do want to let you know that we are in the early stages of investigating some very interesting initiatives with the Department of Energy (DOE) Office of Scientific and Technical Information in Oak Ridge, Tennessee. In a real sense, these efforts build on the foundation of the GPO/DOE electronic pilot project.

First, we have approached DOE about partnering with GPO to add DOE information to the GPO Locator. Probably this would involve DOE establishing a remote server at their site accessible through our locator application.

...DOE has indicated that they are interested in making their cataloging records available directly to depository libraries.

Second, DOE has indicated that they are interested in making their cataloging records available directly to depository libraries. You could receive DOE bibliographic records either for the entire DOE report grouping like regionals receive, or customized to match your selection profile. The

records could be available in your choice of COSATI format, or as converted by DOE into a MARC-like format. DOE is also considering a retrospective distribution of records back to the beginning of the GPO/DOE agreement in 1984, which would help you with bibliographic control of the reports distributed over the years.

Also, DOE has told us that they intend to replace microfiche with an electronic on-demand system at some point and this will certainly affect our Program.

These efforts are still very preliminary, and there are many details to work out. It's encouraging that both parties are willing, and that we have a strong foundation of cooperation with DOE to build on from the years of microfiche distribution by DOE under an interagency agreement. Several of us will be going down to Oak Ridge in late July to discuss details of these projects.

NTIS Agreement

I am pleased to report that we have completed drafting our interagency agreement between GPO and the National Technical Information Service (NTIS). The draft agreement was delivered to NTIS on June 10. Since we began this effort back in March, we at GPO have given this agreement a great deal of thought and consideration, and we have coordinated the concepts with representatives of the library community and the Joint Committee on Printing.

The draft agreement describes how scientific, technical, and engineering information (STEI) published by the U.S. Government could be provided to you and to the public under the auspices of the Federal Depository Library Program. We have embodied in the draft a forward-looking vision, by providing for dissemination in electronic formats as well as traditional formats.

The draft agreement has two main sections. The first covers "just-in-time" delivery of information electronically, using the mechanisms of the GPO Access system, specifically, the storage facility. The second part covers traditional product delivery. It's the "just-in-case" section. I expect that we will be discussing and negotiating the issues and roles described in the draft agreement, and it will be some time before the final outcome is clear. Nevertheless, I wanted GPO to take a strong and assertive position in this process; one which safeguarded the interests of the depository program and the American taxpayers.

Serial Set Study Group

This April, in response to a recommendation from last Fall's meeting of the Depository Library Council, we reported that we would establish a Serial Set Study Group to investigate alternatives for producing the bound U.S. Congressional Serial Set and reducing its cost. The Public Printer has chartered the Study Group, outlined its objectives, and established a deadline for completion of its work.

The Study Group is composed of GPO personnel as well as representatives from the Joint Committee on Printing (JCP), the Senate Library, and the depository library community. Mark Scully is the Group's chair. Mark's experience with the Depository Library and Documents Sales Programs, the electronic pilot project studies, and more recently in the Office of Electronic Information Dissemination Services makes him ideal to head this task.

The other GPO members of the Group are from the Office of the Comptroller, the Graphic Systems Development Division, Library Programs Service, the Office of Budget, and the Congressional Printing Management Division. The non-GPO members are Roger Haley, the Senate Librarian, Bernadine Hoduski from the JCP, and Susan Tulis of the University of Virginia Law School representing depository librarians' interests.

The Serial Set Study Group will investigate alternatives for production and distribution of the bound U.S. Congressional Serial Set. These alternatives include:

- developing a CD-ROM version;
- producing the requisite copies on-demand at the time of binding instead of producing and storing extra copies from the initial printing; and
- changing the binding, organization, or other specifications.

The Group is to report on the results of these investigations, present supporting cost data for each alternative, and recommend one or more alternatives for future action. This analysis and report is to be completed by October 1, 1994. This timetable is designed to allow presentation of the report at the October 24, 1994, meeting of the Depository Library Council. The Group had its first meeting this last Wednesday.

1995 Conference/Spring Council

And speaking of meetings, based on many of the comments which we received after our April Conference, Council, and Regional meetings, we have decided to adjust the format for FY 1995. We now plan for these meetings to run concurrently during the week of April 10-14, 1995, in Washington, DC.

GPO updates and other general interest speeches and updates will be presented one time in the plenary session. The Council will then meet the remainder of Monday through midday Wednesday as one track or option. On Tuesday, Legislative Day, we'll have multiple options: Council discussions, visiting on Capitol Hill, or touring the Library Programs

Service. The Council will wrap up its discussions on Wednesday, and the rest of the week will be devoted to the Conference and Regional meetings. We'll adjourn by noon on the 14th, which is Good Friday, and many of you may want to return home. This schedule should reduce duplication, avoid the exhausting weekend meetings, and shorten the time that you are away from your institutions.

Once again, the conference sessions will be presented mainly by members of the depository community. We'll be looking for lots of input from you to suggest speakers and topics and help design the various options for the meeting. If you have thoughts or suggestions on the program arrangement or content, please get in touch with Sheila McGarr.

I thank you, and now I want to introduce Robin Haun-Mohamed, the new Chief of our Depository Administration Branch. I feel that we were very fortunate to have Robin on our staff as an inspector, and based on what I have seen so far, I believe she is going to be an outstanding Branch Chief. She has already shown the willingness and ability to deal with the tough matters--not only operational, but the really tough things that come with supervising and gaining production from 40 people or so. I look forward to working with her and know she is going to be a real asset to our Program.



Update on Depository Library Program Projects

**American Library Association
Annual Meeting, Miami Beach, FL
June 25, 1994**

**Robin Haun-Mohamed
Chief, Depository Administration Branch**

Good morning. I'm pleased to be here at the Federal Documents Task Force Agency update session to speak about the Depository Library Program. This is a time of great change, both within GPO and in the agencies distributing material through the Program. I myself am an example of the changes in the Library Programs Service, as I recently was appointed Chief of the Depository Administration Branch. I graduated from the University of Washington, School of Library and Information Science in 1988. I spent several years with the County of Los Angeles Public Library system as a reference/documents librarian in one of the larger branch libraries. Most recently, I was a depository library inspector for the Library Programs Service. I have inspected all types of depository libraries, from regionals through the state and court libraries. The one thing I miss most since leaving the inspection team is the face-to-face contact I had with librarians in the depository library community. I hope through outreach, e-mail, conferences and perseverance to keep up this contact in my new position.

Depository Administration Branch Responsibilities and Staff

The Depository Administration Branch is the area of the Library Programs Service that is responsible for acquiring and classifying the publications in all formats distributed through the Program. Before the publication can be placed in the boxes, it must be acquired, classified, shipping lists prepared, and sales information obtained for each title. Material which must be converted to microfiche must be prepared for submission to one of the full service contractors. New electronic products must be classified and prepared for distribution. Contact with the agency about system requirements and technical documentation also must be made before distribution. Classification corrections, item number changes, item surveys, and the annual item selection update also fall within the responsibilities of the Depository Administration Branch. Just a reminder, this year's update cycle closes Friday, July 1. You must have your item selection update cards to GPO by this date in order to have your library's profile amended for FY95 which begins October 1.

I thought I knew quite a bit about the Program, but having been in this position for a couple of months, I have learned there is much that I don't know. I'm here at ALA to learn from you and to provide information on some of the projects we have been working on in the Depository Administration Branch. But before I get to the projects, I'd like to update you on the key people in this Branch. Earl Lewter continues as Chief, Classification Section. Stevie Gray continues as Chief, Micrographics Section. Laurie Beyer Hall is currently on maternity leave (she had a baby boy in May) but hopes to be back with us in September as the ACSIS

coordinator. Michael Clark is filling in for Laurie while she's out and then will move into a more active role as the acquisitions librarian. He will also continue to be our chief Internet contact/coordinator for the Branch. We also have on loan, Ric Davis, a management analyst who will be working with me in developing and implementing ways to improve efficiency in the Branch.

Most of your LPS inquiries concern DAB business. We are accessible via the Internet, and respond to messages on a daily basis (except when the server goes down, which happened several times earlier this month). However, I would like you to continue using the paper Depository Library Inquiry Forms for complicated requests. Please also send any necessary documentation such as copies of shipping lists, title pages, etc. We have received e-mail requests which are too complicated to answer via e-mail or which require time to research. When this occurs we will acknowledge your request via e-mail, but will let you know the results via a letter, or fax.

New Microfiche Contracts

LPS has two new companies for the full-service microfiche contracts. B & B Information and Image Management out of Upper Marlboro, MD, and Engineered Systems, Inc. of Omaha, NE, will also be distributing microfiche materials directly to the libraries. Please make any claims for materials from the full-service contractors directly to the contractors, not LPS. Use the shipping lists distributed from the contractor, circle the listing for the missing publications, and mail the claims to the address on the shipping lists.

List of Classes Now Online; Paper Distribution May Change

One project, announced at the April Depository Library Council Meeting, the placement of the List of Classes on the Federal Bulletin Board, has finally been accomplished. The List of Classes is available in the Federal Depository Library Program Files, under option 4. This is updated monthly and libraries are encouraged to download this information as needed. Not only will the electronic version of the List of Classes be more up-to-date, but its use will also alleviate the need to rely on the "Update to the List of Classes" column in the Administrative Notes, Technical Supplement for class and item number changes. The List of Classes is currently available and will continue to be available for sale in paper format.

Some librarians have expressed concern over plans to eventually change distribution of the two paper copies of the quarterly List of Classes to one copy on a semi-annual basis. Given the existing budgetary climate, and the availability of the information in an electronic format, this decision may be implemented. But it will not be done immediately. Careful analysis of the use of the Federal Bulletin Board file will be made before any definitive decisions are made and the community will be advised in advance of any changes of this nature.

Greater Item Selectivity Now Available

A study was completed this spring on ways to refine the item selection process so libraries could have greater selectivity. When I became Chief of the Depository Administration Branch in April, this was one of the first projects I became involved in. We have developed a plan for implementing the recommendations noted in the "Recommendations For Improving the

Item Selections Process" study. Essentially, the recommendations were to refine the current SuDocs class and item numbers to assure specificity when possible. A review of the general item numbers process and establishment of additional item numbers in a timely manner were also key steps in allowing the libraries increased selectivity for their collections. Reconciling the needs of the community and the available GPO staff and funds for carrying out this project has proven to be quite a challenge.

You will be seeing the initial action resulting from the project in upcoming issues of Administrative Notes, Technical Supplement in the "Update to the List of Classes" column. The development of a closer relation between class and item number will require the libraries to review the changes and make deletions from their item selection printout on a regular basis. We will also be standardizing some of the existing class breakouts to insure handbooks, manuals and guides do not appear under several different item numbers for the same agency. This labor-intensive project must be carried out using existing staff. We appreciate your assistance and patience in this project, which we anticipate will be completed in December, 1996. If you have any suggestions, please fax or mail them to me.

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Claims Core List Expanded

LPS requested input from the depository community during May, 1994 for additional titles for the Claims Core List. The results have been compiled and the updated list will be printed in the July 31, 1994 issue of Administrative Notes, Technical Supplement, which, along with Administrative Notes, is available in electronic format on GOVDOC-L and the Federal Bulletin Board. LPS appreciates the time taken by the libraries who responded to this request.

Proportional Claims Count Being Studied

Another project which we are working on is the development of a proportional claims count. Instead of ordering a set number of claims copies, we are working on a formula for claims copies based on the number of libraries selecting the publication. We are in the initial development of this project and will relay information as the project develops.

Surveying in Advance of Publication via Telefax

We also intend to try a new method of surveying on those titles for which we have advance notice of publication.

We also intend to try a new method of surveying on those titles for which we have advance notice of publication. Last fall we tried a test survey for the Digital Chart of the World utilizing the Teleform system which allows us to capture the survey results in an electronic format. This saves time and effort, as the staff who are

responsible for keying in the information must do this in addition to their existing duties. We are now in the process of developing a new survey utilizing the Teleform system for several different publications.

The first new survey will be distributed to the libraries in the shipment boxes and an announcement will be placed in Administrative Notes and on GOVDOC-L alerting you to this process. The survey must be faxed back to the number on the survey. It may not be faxed to any other LPS fax as the information will not then be captured for entry into your library's item number profile. The survey deadline will be strictly enforced and libraries not responding within the appropriate time frame will have to wait until the next item selection update cycle to add the publication. This process will then be reviewed to determine if it is indeed a viable way to survey new publications for which we receive advance notice.

For materials for which there is no advance notice, we will continue to assign new item numbers as appropriate. The quantity ordered for distribution will be based on a similar item number. We will be alerting you when a new publication is shipped under a new item number which has not been surveyed. Notes on the shipping lists will routinely advise you to deselect the item number if you do not wish to continue receiving the material. Some new material will be placed under existing item numbers, but care will be taken to insure the item has the direct relation needed to be placed under that item number.

Depository Services Publications, Activities

I would also like to relate information from other areas of LPS. Depository Services staff have had a busy schedule thus far this year. The Administrative Notes, Technical Supplement made its debut in January 1994. In the March issue, we asked for suggestions for improvement and the depository community was generally pleased with the publication. We will be polling the documents community about some of the proposed changes in the July 31, 1994 issue of the Technical Supplement.

A Directory of U.S. Government Depository Libraries 1990 is out of print. Page proofs for the 1994 edition are being reviewed by the Joint Committee on Printing staff. We are hopeful that a new paper version will be available shortly.

In the June 15 issue of Administrative Notes, LPS announced the availability of the depository library directory information on the Federal Bulletin Board. This dBASE file, which will be updated quarterly, contains over 450,000 bytes of information including the

name, address, telephone and fax numbers for each depository plus the name of the library director and documents librarian.

The 7th Annual Interagency Depository Seminar was held May 18-25, 1994 in Washington, DC. Evaluation forms have been reviewed and will be sent to the participating agencies. There has been no determination yet on agency participation for the 1995 Seminar.

Sheila McGarr would like to remind the community that there are two vacancies for depository library inspectors, as Mike Clark and I have moved to different positions in LPS. If you're looking for a break from the same old eight to five, like traveling, never having to see the same place day after day, this job may be right for you. The announcement has been posted on GOVDOC-L as well as other sources and I have a few copies with me today.

Depository Services continues to provide outreach to the depository libraries. On June 2, Greta Boeringer spoke before the metropolitan Minneapolis-St. Paul documents paraprofessionals in conjunction with library inspections. In October, Greta will speak before the Arkansas GODORT.

On July 10, Sheila McGarr will speak at the American Association of Law Libraries Government Documents Special Interest Section in Seattle. On July 11, she will speak before the Washington State GODORT as well as reinspect probationary libraries in the region.

Guidelines for requesting an LPS speaker appeared in the March 31, 1993 issue of Administrative Notes. In general, we accept speaking engagements in states where there has been no GPO presence in many years and in conjunction with library inspections.

Depository Distribution Division Activities

I would also like to relay some information on behalf of the Distribution Division. During the past year LPS has issued five Special Offer lists containing approximately 140 titles. The first Special Offer was issued in September 1993. Special Offer #5, for the Public Papers of the President from Herbert Hoover, 1929, to George Bush, 1992-93, was issued on June 1, 1994. As of June 22, LPS has received orders from 380 libraries for 6084 copies of the Presidential Papers. Shipment of this material to the libraries began June 20 from the Laurel Distribution Center in Laurel, MD. All material is being shipped fourth class special postage. All orders must be submitted to LPS by July 29, 1994.

Special Offer #6 will be the first to include publications in an electronic format. This offer will be issued July 1, 1994. To date, approximately 35% of the depository libraries have responded to the Special Offer lists.

One other thing from Distribution. Duplicate Minerals Yearbook, Vol 3: Minerals Industries of Europe and Central Eurasia were distributed to some libraries. The libraries received a request asking for any duplicates to be returned. Some of the returned copies have been Volume 3, but not of Europe and Central Eurasia, but of the Middle East. Please be sure to send back only the duplicates of the Europe and Central Eurasia volume.

Even though it has only been a short time since I joined the Depository Administration Branch, I have developed a great deal of respect for the diligence of the staff in this Branch. As a former documents librarian I appreciate their efforts and as the Branch Chief, I am proud to recognize their service. We are committed to obtaining and processing publications for distribution to the depository libraries. And we recognize and applaud you and your library's commitment to making these resources available for access throughout the country. If we can help clarify a procedure, or need to be made aware of a problem, please do not hesitate to contact us. If we do not have the answer, we will get back to you or direct you to someone who can provide assistance. I thank you for your attention.



Clemmer Appointed to Depository Library Council

Public Printer Michael F. DiMario has named Dan O. Clemmer to the Depository Library Council to the Public Printer. Clemmer will fill the remaining term of William W. Ellis, Senior Specialist, Congressional Research Service, Library of Congress, who has resigned. The new appointment is until September 1995. Clemmer is the Head Librarian for the U.S. Department of State Library in Washington, DC.



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Revised June 21, 1994

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Special Offer on Selected Documents, No. 6

July 1, 1994

[This special offer was sent to depository libraries in shipment boxes on July 1, 1994.]

The Library Programs Service has titles in limited quantities which are available to depository libraries on a first come, first served basis. Libraries may request any of the titles listed below by marking these sheets and returning them by mail or fax **before August 1, 1994**.

LPS will send one copy of any requested title for which stock is still available. When stocks are exhausted, no notification will be sent, due to limited staff.

The list below shows the title, the number of copies or sets in stock, and the class number. To order, please circle the title and the individual part, if more than one part is listed.

Title	Qty	Class No.
CRISP, FY'93 (CD)	111	HE 20.3013/2-4:993-2
HCFA's Laws Regulations Manuals, March 1994 (CD)	264	HE 22.8/22:994/3
TIGER/Line... Alaska, Hawaii... (CD)	15	C 3.279:AL 1 S/992/CD
TIGER/Line... Michigan (Corr.) (CD)	35	C 3.279:M 58/992/CD/CORR.
TIGER/Line... Wyoming (CD)	35	C 3.279:W 99/992/CD
TIGER/Line... Alabama (CD)	35	C 3.279:AL 1 B/992/CD
TIGER/Line... Mississippi (CD)	15	C 3.279:M 69 I/992/CD
TIGER/Line... Montana (CD)	35	C 3.279:M 76/992/CD
TIGER/Line... North Dakota, Utah (CD)	35	C 3.279:N 81 D/992/CD
TIGER/Line... Tennessee (CD)	35	C 3.279:T 25/992/CD
TIGER/Line... Wisconsin (CD)	35	C 3.279:W 75/992/CD

Fax to: (202) 512-1429

or

Mail to: Special Offer

U.S. G.P.O.

Library Programs Service (SLDM)

Washington, DC 20401

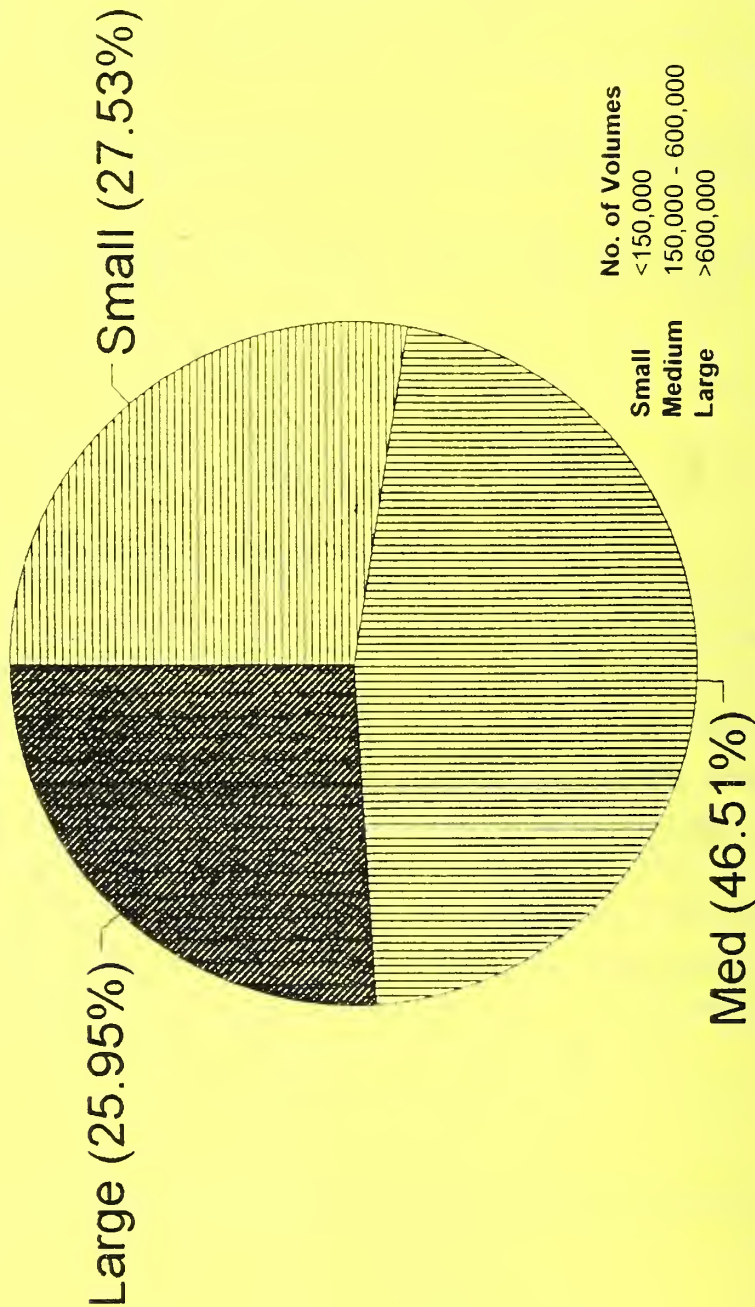
Library Name _____

Address _____

City, State, Zip _____

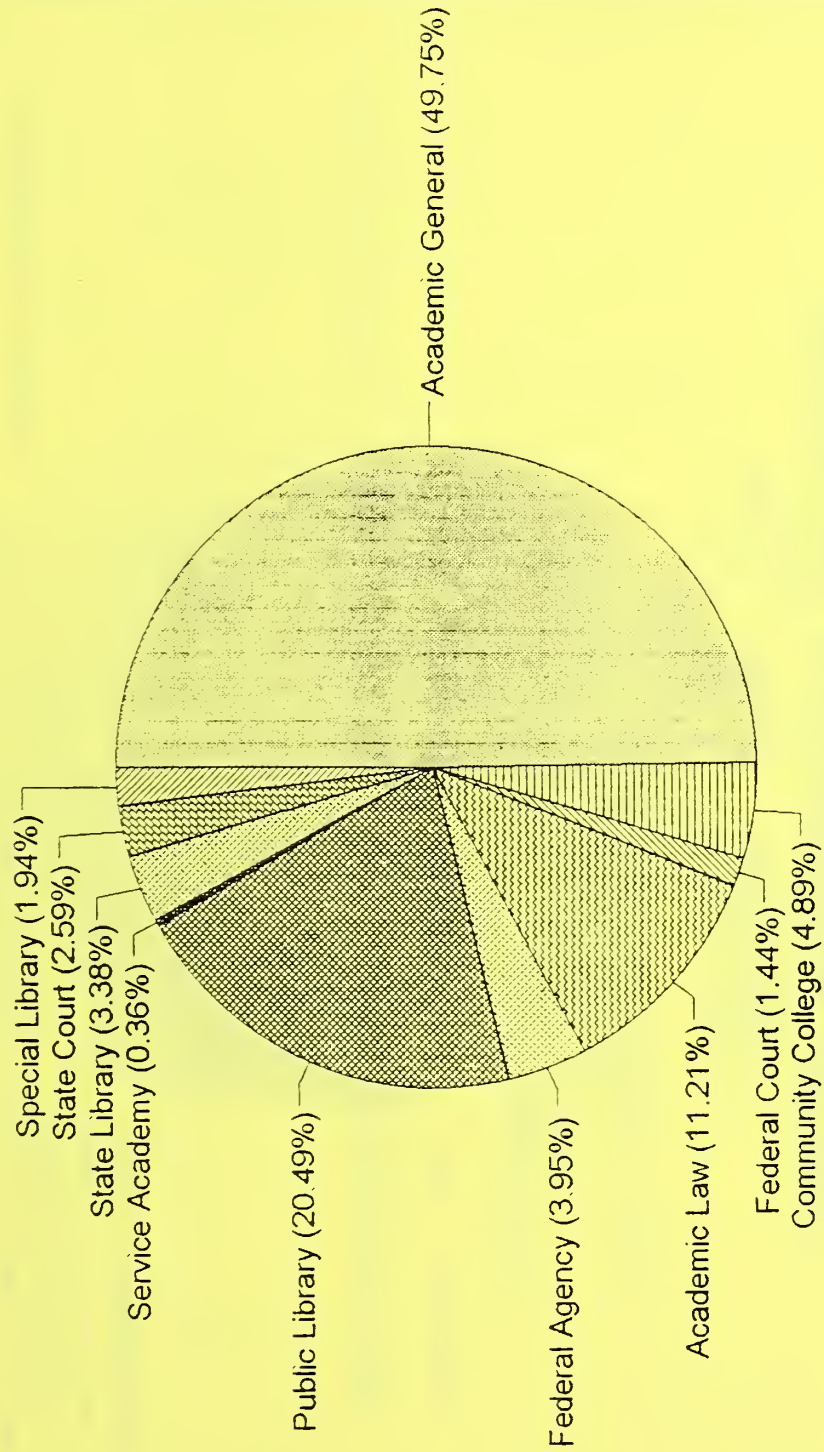
Depository Libraries by Size

May, 1994



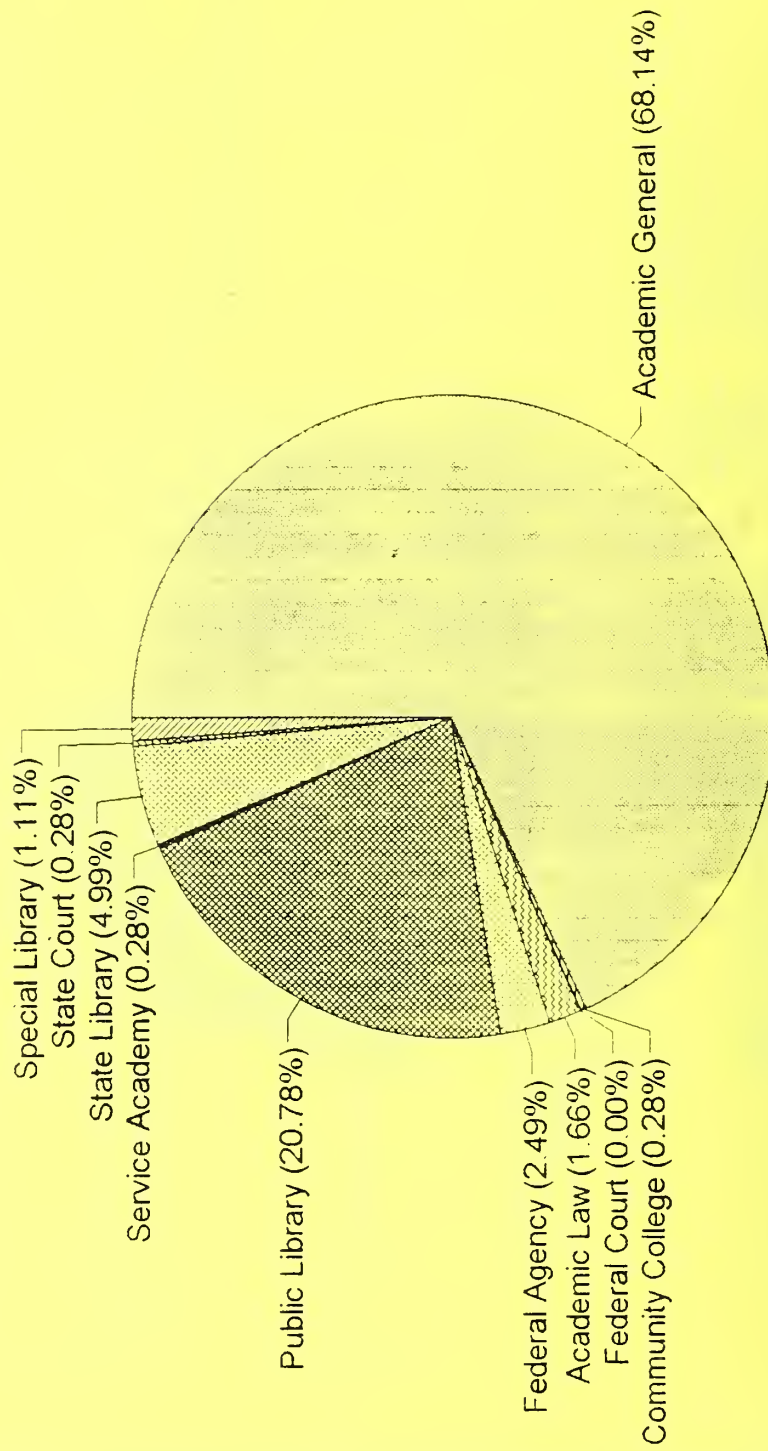
Depository Libraries by Type

May, 1994



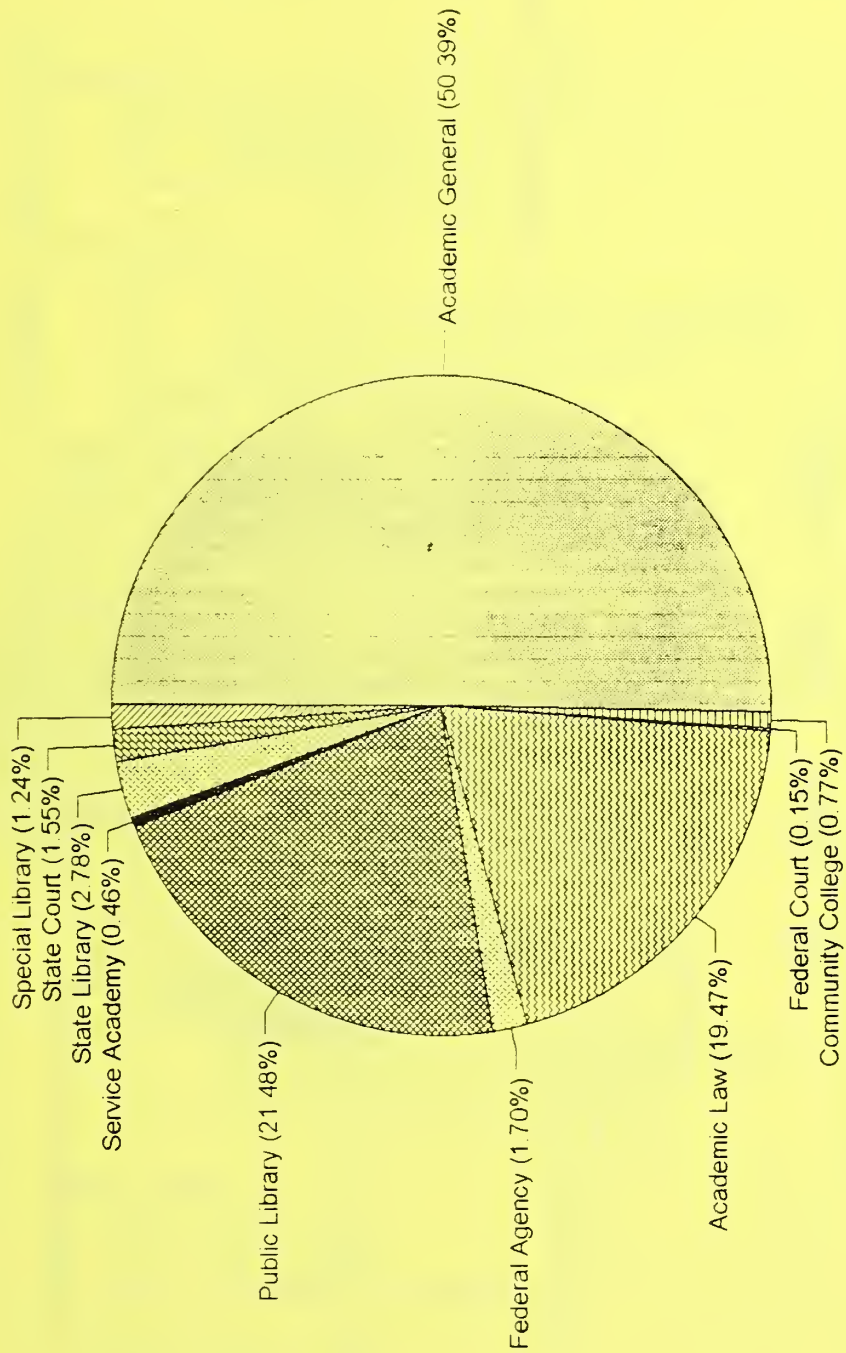
Large Depository Libraries

By Type May, 1994



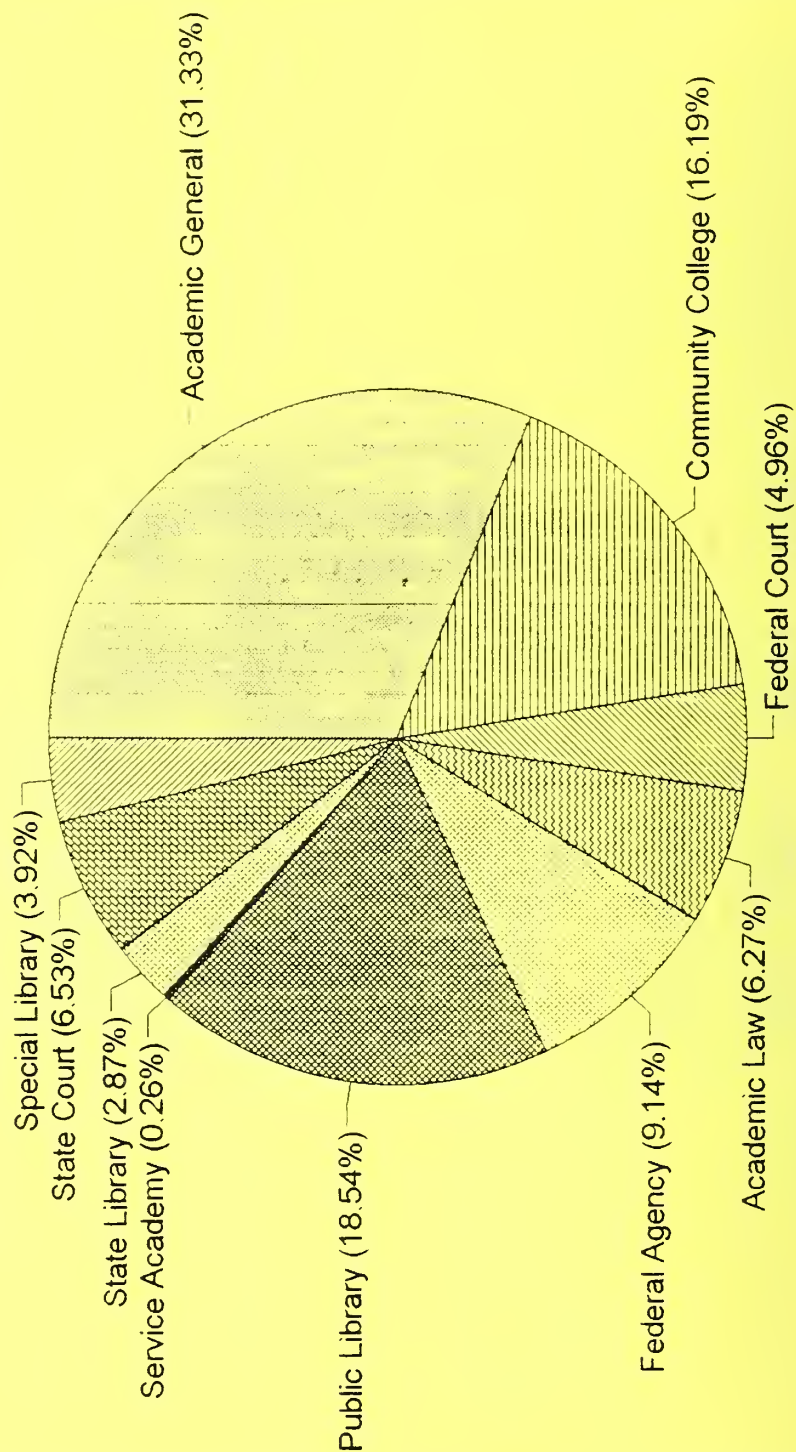
Medium Depository Libraries

By Type May, 1994



Small Depository Libraries

By Type May, 1994



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And How to Reach Them by Phone, Fax, and E-Mail

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